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Chief, Procurement and Supply Office

Acting Chief, Transportation Division

Transportation Functions Now Being Performed by Central Processing Branch.

1. A recent survey was made by O&M and a report was submitted concurred in by the Procurement and Supply Office which would transfer certain transportation functions now under the direct supervision of the Central Processing Branch to the Transportation Division. In general these functions were:
 - a. The briefing of passengers pertaining to their transportation, movement of accompanied and unaccompanied baggage, household effects, privately owned automobiles and pets.
 - b. Discussing itinerary, selection of the carriers to be utilized by the personnel and the movement of their effects.
2. Under the existing procedure now in effect, the Central Processing Branch briefs the individuals concerning their movement and the movement of their effects and then turns the information over to the Transportation Division to actually make the arrangements. In many cases it is necessary to change the tentative arrangements which Central Processing Branch has informed the individual could be made which results in complaints and many hours of wasted time. These changes are necessary due to the existing laws, regulations or other good sound business management pertaining to the movement of personnel employed by the Government and their personal effects.
3. Existing arrangements are in effect with the common carriers, with cut-outs and in some cases actual contracts exist.
4. There are many different types of certifications required in connection with finance and fiscal matters as to the type of reservation utilized in accordance with the existing laws. For example, a certification must be made that the reservation was the first class type available at the time the reservation was made. Another example pertaining to the type of certification that must be made is:

"I certify that the Transportation furnished in connection with the travel authorized in the attached papers was on a foreign ship as no ship registered under the laws of the United States was available for the travel involved (146 U.S.C. 1241. 49 Stat. 2015)."

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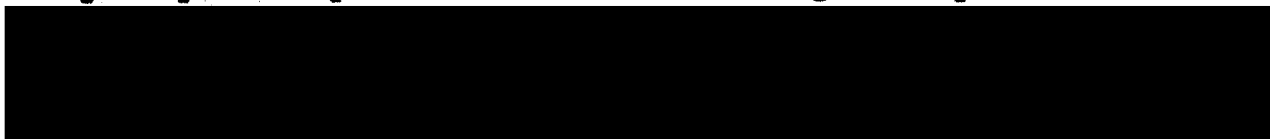
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In the latter case the Transportation Division has been given information to the effect that the reservations should be made on the "Queen Mary" or other foreign lines when the individual should have been informed originally that it will be necessary for them to travel on an American flag vessel due to the law.

5. It is pointed out that the Central Processing Branch at the present time is not involved in any arrangements for domestic travel or the movement of dependents outside the Washington area. All of this is now being handled exclusively by the Transportation Division.

6. It is my opinion that the four positions and the four personnel now on duty in the Central Processing Branch should be transferred to the Transportation Division, and that the Transportation Division be responsible for making arrangements and effecting reservations and actually moving the personal effects of the individuals of this Agency.

7. To perform these functions economically and efficiently will require qualified personnel with a broad knowledge and experience in



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